

Windham Record Retention  
Committee  
Minutes 9-17-2015

The meeting was called to order 10:35am

Present: Nicole Bottai, Chair, Margaret Case, Secretary,  
Amanda Jimenez, Doreen Demone, Bob Coole, and Joel Desilets.

Excused: Ruth Robertson

Minutes: A motion to approve the minutes of 6-23-2015 made by Bob Coole and seconded by Amanda Jimenez Vote: 6-0

Nicole reported on her presentation to the CIP committee and that she Recommended that \$130,000 be put in the CIP for improvement to the safe and files and any necessary work to be done. The CIP will be ranking the Departments requests tonight.

The committee had a discussion on Records and the Bid process. The town clerk Nicole indicated that we have records that go back to the early days of the Town and they need to be protected.

The committee discussed the makeup of the committee as we have lost several members.

Motion by Bob Coole to amend the Rules of Procedure to allow for an additional public member seconded by Amanda Jimenez Voted 6-0

The committee will review the Rules of procedure to see if there are any other issues. At the previous meeting 6-23-2015 the committee

also made an amendment regarding Appendix A. After the review the amendment will to given to the Board of Selectmen for approval.

Nicole Bottai suggested that we meet on the 3th Thursday of the month in the future. The committee was in agreement

Motion to adjourn was made by Joel Desilets and seconded by Amanda Jimenez. Voted 6-0. The committee was in agreement

Submitted by:

Margaret A Case. Secretary